

Committee Minutes
Tuesday, July 20, 2010

**ADMINISTRATIVE
COMMITTEE**

Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight Committee for Child Support, Corporation Counsel, County Administrator, County Clerk, Human Resources, and Veteran's Service Office

I. Meeting was called to order at 8:31 a.m. by Chairman Leo Zipperer.

II. Establish a Quorum – Roll Call

Members present: Leo Zipperer, Richard Virlee, Merrill Runquist, Ken Fisher and John Neinas.

Others present: Administrator Mike Serpe, Corporation Counsel Grant Thomas, Human Resources Director Kelly Hendee, and Admin. Secretary Lori Holtz.

Present for a portion of the meeting: Roger Tepe, Joe Krebsbach, Dick Burrell, Terry Vogel, Tammy Sternard, Rod Dequaine, Paul DeWitt, Nancy Moore, Sherry Sommers, Glen Begrow, Sarah Bryan, Tracy Faust, Joseph Guzyski, Pat Miller.

III. Adopt Agenda / Properly Noticed. Motion by Runquist, seconded by Neinas, to adopt the agenda.

Zipperer noted that the closed session grievances will begin at 9:30 a.m.; and closed session XI. is scheduled for 10:00 a.m. Patrick Olson request that closed session XII be carried over to next month.

Motion to adopt the agenda carried with the times / changes as noted.

IV. Approve Minutes:

Motion by Fisher, seconded by Virlee, to approve the minutes of the June 15, 2010, regular meeting. Motion carried.

V. Communications - None.

VI. Public Comment

Pat Miller said the League and DP works very closely with the departments involved in the closed session and she asked for consideration if those could be held in open session.

Grant Thomas said this depends on the facts and circumstances and the subject may have the ability to request an open session, but this is not the case today.

VII. New Business

A. County Board

1. Appointment of Standing Committee on Ethics Pursuant to Ordinance No. 2010-04

Ordinance 2010-04, which was approved in April 2010, rescinded the Code of Ethics and Incorporates 'Ethical Principles' as part of the Rules of Order. Part of the Ordinance provided for a standing "Committee on Ethics" to be appointed. The number of members and composition needs to be determined. Appointment power lies with the County Board Chairman.

Zipperer indicated he will defer consideration and decision until next month.

B. Administrator

1. FYI: 2011 Projected Medical Benefits Rates

A copy of the 2011 Projected Medical Benefits Rates was included in the packet. Serpe indicated these rates, provided by our consultants, should be pretty firm.

C. Corporation Counsel

1. Section 767.405 Wisconsin Statutes Family Court [Mediation] Services - Semi-Annual Report

Thomas noted that the overall number of cases has decreased, but the percentage of cases that reach impasse has increased, in the past two years. In summary, while there are fewer cases, those cases are more contentious.

2. Litigation / Update Regarding Pending Matters - *Deferred to Next Month*

- a. Code Enforcement
- b. Labor Relations

D. Human Resources

1. Request to Refill Paramedic – Retirement of Robert Landeck – Emergency Services

Hendee said the job description has been reviewed, but she does not change the date unless a revision is made.

Committee members would like to see a 'review date' added for each time it is reviewed.

This position is for the North Station. Burress noted that the California Schedule requires six people in rotation. The move to the station has greatly enhanced the service from that station.

Motion by Fisher, seconded by Virlee, to approve the request to refill a paramedic in Emergency Services. Motion carried unanimously.

2. Request to Refill Jail Sergeant – Transfer of William Oakley – Sheriff's Department

Hendee has reviewed the job analysis and job description.

Vogel noted that his oversight committee had approved filling Investigator Tassoul's position and all subsequent positions and asked if this would be the same approval.

Motion by Runquist, seconded by Fisher, to refill the Jail Sergeant position only, as requested. Motion carried unanimously.

3. Request to Refill DD Case Manager – Community Programs

4. Request to Refill Mental Health/AODA Case Manager

Joe Krebsbach provided two organizational charts, one showing the DCP currently and one showing long range planning. Krebsbach explained that at the beginning of the year, they had a lay off of one of the DD case managers. Since that time, they have developed a significant back-log in paperwork as well as deficiencies in client care. He is requesting permission to refill this DD Case Manager position. Krebsbach added that as we move into Family Care, we need to free up some of the DD Coordinator's time to assist with that and with budgeting review.

In addition, last week, Cy Rosenthal, a Psychotherapist with DCP, passed away.

Krebsbach said he is looking at a way to fill Cy's caseload with a change to a Mental Health/AODA Case Manager rather than a Psychotherapist, which would be a savings of approx. \$12,000.

Motion by Fisher, seconded by Runquist, to approve the request to refill the position of DD Case Manager. Motion carried unanimously.

Motion by Fisher, seconded by Virlee, to approve the request to refill a Mental Health/AODA Case Manager position. Motion carried unanimously.

5. Accept Letter of retirement for C. Theissen, Economic Support Specialist, Social Services, effective November 5, 2010.

Motion by Runquist, seconded by Virlee, to accept the letter of retirement from Catherine Theissen, effective November 5, 2010. Motion carried.

6. FYI: Personnel Transactions, Ceridian Time & Attendance Budgetary Proposal - *FYI only*.

7. HR Updates

Hendee updated the Committee on the following:

- Working with Saints Secure to provide flu shots for all employees on site.
- Looking at a new copier, which will be a new budget line item of \$3400 and leased verses buy; will watch closely to determine if leasing is the best option.
- Two employees are out on Worker's Comp light duty.
- SWCD and Social Services staff are assisting in the Treasurer's Office during the tax season.
- Received five reclassification requests for review.
- Working on a training session to include safe driving and CDL requirements for the Highway Department, tentatively scheduled for October 20, 2010; Sheriff's Department will assist in the training.
- Chris Hecht has applied for the Leadership Door County scholarship.

VIII. Motion by Fisher, seconded by Runquist, to adjourn into Executive Session for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Per S.S. 19.85 (1)(e) and considering disciplinary data of specific persons, or the investigation of charges against specific persons per S.S. 19.85 (1)(f) specifically:

A) Grievance 2010-1 Mr. Glen Begrow's written warning and;

B) Grievance 2010-2 Ms. Sherry Sommer's written warning.

Motion carried on a roll call vote of all members present voting 'yes'. Time: 9:40 a.m.

IX. Reconvene Into Open Session

Motion by Fisher, seconded by Runquist, to reconvene into Open Session. Motion carried on a roll call vote with all members present voting 'yes'. Time: 11:15 a.m.

The Committee took a 15 minute recess at 11:15 a.m.

X. Decision

Grievance 2010-2: Motion by Fisher, seconded by Runquist, to deny Grievance 2010-02. Motion carried unanimously.

Grievance 2010-1: Thomas informed the Committee that a settlement was reached, that the matter was fully resolved, and there was no need for the Committee to make a decision. The Committee acceded.

XI. Convene in Closed Session for Preliminary Consideration of Specific Personnel Problems or Charges Alleged by Supervisor Paul DeWitt as to Zoning Administrator II Sue Vanden Langenberg which, if discussed in public , would likely have a substantial adverse effect upon the reputation of the person Involved pursuant to Section 19.85(1)(f) Wis. Stats.

The Committee did not convene in closed session, the specific problems or charges were not considered, and no action was taken. A discussion ensued, between Committee members and Supervisor DeWitt, as to how this matter came into being and why this matter was placed on the agenda. Supervisor DeWitt was advised that the matter would be placed on the agenda again in August if he so requested.

XII. Convene in Closed Session for Preliminary Consideration of Specific Personnel Problems or Charges Alleged by Patrick Olson as to Conservationist William E. Schuster Which, if Discussed in Public , Would Likely Have a Substantial Adverse Effect Upon the Reputation of the Person Involved Pursuant to Section 19.85(1)(f) Wis. Stats.

(The Committee recognized and granted Supervisor Olson's request, that this be carried over to a future meeting)

XIII. Reconvene Into Open Session - na

XIV. Decision - na

XV. Vouchers, Claims and Bills

Zipperer questioned why the County Directories were printed out-of-county.

Motion by Fisher, seconded by Runquist, to approve the Vouchers. Motion carried.

XVI. Next Meeting Date: August 17, 2010, 8:30 a.m. (First a joint meeting of Finance & Admin. for review of personnel requests / pay rates..... followed by regular Admin. Committee)

XVII. Adjourn

Motion by Runquist, seconded by Neinas, to Adjourn. Motion carried. Time: 12:20 p.m. Recorded by Administrative Assistant Lori Holtz.